



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL.

POSITION: ASSOCIATE INFORMATION SYSTEMS ANALYST (Specialist)
DIVISION: ADMINISTRATION

SALARY: \$4619 - \$5897

FINAL FILING DATE: Until Filled

Job Description:

Under the general supervision of the Data Processing Manager the Associate Information Systems Analyst (Specialist) will independently perform assigned duties and project work utilizing best practices in a complex technical environment. The Associate Information Systems Analyst (Specialist) plays a vital role in the operation, maintenance, and expansion of the entire network infrastructure and will have varying involvement in all aspects of supporting users, servers, and network infrastructure. This position will give an independent and motivated individual excellent opportunity to innovate in a small agency with broad technical needs.

Duties and Responsibilities:

The incumbent will perform a full spectrum of duties in a Microsoft Active Directory based environment. Duties will include all aspects of support to include; Desktop, Server, Network, and user support. Incumbent will be responsible for completing assigned work in a timely manner and meet reporting requirements. Duties also include physical lifting and movement of assets such as monitors, computers, and other related peripherals, may occasionally be required to install simple ergonomic devices to meet user IT accessibility needs. Additional duties will include the creation of network documentation as needed.

Desired Skills:

Candidates should have extensive knowledge of, and experience with, Windows 2003 and 2008 servers, Windows XP workstations, SQL server, and CISCO devices. Candidates should have extensive experience with Microsoft Active Directory domains and have a strong understanding of general networking and security concepts. Strong troubleshooting skills are a requirement, and the candidate should be adept at researching solutions when needed. Good written and verbal communication skills and a strong work ethic are needed to fulfill the required role this position plays in the agency. Experience with Exchange 2007, Hyper -V, and VB.Net would be desirable.

Who May Apply:

The applicant must be reachable on a current employment list or be a current or former State employee with eligibility for this classification. All applicants must clearly indicate their basis for eligibility on the State application. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Pennie Conroy, (916) 327-8692

11/16/11

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.